

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Our Mission
"Honoring California's Veterans"



Classification: Supervising Nurse II (Salary: \$7,116.00 - \$8,651.00)

Tenure/Time Base: Permanent, Full-time

Location: Veterans Home of California – West Los Angeles
 800 Bringham Ave., West Los Angeles, CA 90049
Temporary (Approx. 2yrs.) Offices Currently At:
 6150 Van Nuys Blvd., Van Nuys, CA 91401

WHO SHOULD APPLY: Current State employees in this classification or those who are eligible on a certification list, transfers, or reinstatement may apply for this vacancy. SROA/SURPLUS PROVISIONS APPLY. Honorably discharged veterans who meet the previously stated criteria are encouraged to apply. If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by CDVA, please visit our website at www.cdva.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board's website at <http://www.spb.ca.gov>.

Duties and Responsibilities:

Under the direction of the Director of Nursing:

- Evaluate resident care to ensure 24-hour continuity; utilize resident care plan and multi-disciplinary staff meetings to ensure continuity of resident care. Report information and actions taken to the DON on a weekly basis or more often as needed. Approves admission to the SNF units in collaboration with the DON.
- Act as the Chairperson for all Nursing Quality Assurance Sub committees (Fall, Skin, Dining) in setting up agenda for meetings. Provide facility Clinical Service Chiefs with technical support services pertaining to all quality Assurance activities. Request follow-up data from Services as directed by the Quality Assurance Committee.
- Plan staffing patterns and assign staff to meet patient needs on a 24 hour, 7-day per week basis. Schedule the interview process in collaboration with the OT in the staffing office to fill vacancies.
- Oversee the Rehabilitative Nursing Assistant Program. Meet with the Rehabilitative Nursing Assistants (RNA) and the Supervising Registered Nurses monthly to discuss the effectiveness and progress of the residents in the program.
- Analyze information as reported on Incident Reports determining if information is consequential (requiring action).
- Make suggestions through appropriate channels for revising procedures and policies when indicated. Coordinate the Supervised Registered Nurse/Unit Manager meetings and transmit relevant information on a timely basis; utilize information obtained from staff.
- Participate in continuing education programs to maintain and improve nursing and management knowledge. Direct the Nurse Instructor and the Health & Safety Officer to develop and present in-service education programs for all staff; encourage staff participation. Ensure that safety precautions and regulations for residents and staff are observed at all times.
- Knowledgeable of USDVA, CCR Title 22, CFR Title 38 and CFR Title 42; current knowledge of all regulatory requirements. Possess knowledge of Word, Excel and Windows 2000. Ensure adequate provision and availability of equipment and supplies necessary for maintaining the units.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs
 Human Resources Division
 1227 "O" Street, Room 404
 Sacramento, CA 95814
Attn: Jacquie Ruiz, M80#045G 08/09

Inquiries:

Voice: (916) 653-2535
 TDD: (916) 653-1966

Note: In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process. Please place Attn: J. Ruiz and M80#045G 08/09 on your application.

Final Filing Date: Until Filled

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.